

**CLASS TITLE: SUPERVISING TAX EXAMINER
(DOA)**

**Class Code: 02684400
Pay Grade: 26A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and review the work of employee engaged in field examinations of employer records to determine tax liability, maintain control accounts, and determine the accuracy and completeness of tax returns or make other necessary filed investigations; and to do related work as required.

SUPERVISION RECEIVED: Works under general supervision with latitude to exercise independent judgement; work is reviewed generally upon completion to ensure conformance to laws and regulations, and to assess results obtained.

SUPERVISION EXERCISED: Plans, organizes, reviews and evaluates the work of technical and clerical assistants; reviews work in progress or upon completion to ensure proficiency and to assess results obtained.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate and direct field examinations of employer records to determine tax liabilities according to the Employment Security and Temporary Disability Insurance Acts.

To maintain control accounts and determine and accuracy and completeness of tax returns.

To conduct special investigations for the verification of examinations or fact-finding in cases where noncompliance with laws or regulations is suspected.

To initiate and perform other investigations as required.

To develop and update methods and procedures to facilitate the execution of examinations and investigations.

To train staff members and to evaluate their performance to secure effective work results.

To review findings in difficult cases and render decisions; to present findings and recommendations to superiors on cases involving basic policies or interpretations of law.

To make complete audits of records to determine the extent to which such balance sheets or other financial statements are accurate and complete.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of accounting; a thorough knowledge of auditing procedures and protocols; a working knowledge of the Rhode Island Employment Security and Temporary Disability Insurance Acts as they apply to the determination and assessment of taxes; the ability to analyze schedules, financial statements and reports; the ability to conduct complete audits; the ability to plan, organize and maintain a program for the examination of tax returns and related records; the ability to conduct field investigations to ensure compliance with the provisions of laws or regulations; the ability to supervise subordinates in the performance of duties involved in such examinations and investigations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Accounting, Business or Public Administration, or Finance; and

Experience: Such as may have been gained through: employment in a position responsible for the examination of financial or accounting records or the preparation of accounting records and tax returns.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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